

# Auditorium Wedding Rental Contract

McPherson Opera House Company  
Sutherland & Main Streets - McPherson, Kansas 67460

The McPherson Opera House is a multi-purpose facility dedicated to the advancement of the Arts in McPherson and the surrounding communities. The auditorium (main floor, first balcony, and second balcony) seats 488 persons. We appreciate your cooperation in following the MOHC rental policies, which will help protect and preserve the Opera House for generations to come. Questions, 620-241-1952 or info@mcphersonoperahouse.org

Please mail completed contract to McPherson Opera House Company, PO Box 333, McPherson, KS, 67460

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_

Date of Ceremony \_\_\_\_\_ Time \_\_\_\_\_

**Basic Wedding Package: \$150 per hour and includes:**

- Standard light plot (see below)
- Basic sound plot (see below)
- Use of dressing rooms and restrooms
- Technical Fees
- Rehearsal (1 hour\*) on the day prior to the wedding
- Decorating (1 hour\*) only on the day of the rehearsal

\*Additional time needed for rehearsal or decorating on the day prior to the wedding will be billed at \$40 per hour.

Bride or groom must meet with the technical director prior to finalizing the agreement.

All decorations and personal items are to be removed from the auditorium the same day as the wedding.

Use of candles and other decorations are subject to approval of the technical director. Other use of fire or flames in the McPherson Opera House is strictly prohibited. This includes all restrooms, dressing rooms, and public spaces.

Absolutely nothing (rice, birdseed, wheat, etc.) can be thrown anywhere inside the building.

This rental agreement does not grant exclusive use of the entire Opera House facility. This is a multi-use facility that may have several activities going on at the same time.

McPherson Opera House is an entirely smoke-free, drug-free facility. This includes all restrooms, dressing rooms, and public spaces.

Any possession of firearms in the McPherson Opera House is prohibited. This includes all restrooms, dressing rooms, and public spaces.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**EQUIPMENT** (Use of equipment and other technical needs can be discussed with the technical director.)

- \_\_\_ Piano: \$75
- \_\_\_ Sound System: basic sound included in fee
- \_\_\_ Follow spots: \$25 per spot. If spots are needed, wedding party must provide the operator(s), who will be instructed by the technical director
- \_\_\_ Projector: \$50
- \_\_\_ CD Player: \$20
- \_\_\_ Fly system: \$50

**TECHNICAL AND SETUP INFORMATION**

**Lighting.** Please check one.

- \_\_\_ Standard House Plot
- \_\_\_ Light Plot to be furnished by user

**We strongly encourage you to use the Standard House Plot, as a \$50 fee to restore the house plot will be charged if the house plot is not used.**

**Sound.** If the item is required, please indicate quantity.

- Microphone \_\_\_ Wireless lavalier \_\_\_ Basic sound package includes use of three microphones or lavaliers, if needed. Additional instruments are billed at \$10 each.
- On-Stage Monitor Speakers \_\_\_ Monitors are \$20 per monitor.

**Cancellation Policy**

Fees and deposits will only be refunded if the event is cancelled 30 days prior to the day of the event.

**RENTAL FEE**

One-half Rental fee is due the day the reservation is made. Balance is due 4 weeks before the event.

**SECURITY DEPOSIT: \$200**

The security deposit is to be paid in the form of cash or separate check made to the McPherson Opera House. It is due at the time of the booking. This is refundable after the event, less any damage fees. In the event of breakage caused by this rental group during its allotted time, the renter will be billed for any damage fees greater than the amount of the deposit.

\$ \_\_\_\_\_ TOTAL RENTAL FEE

\$ \_\_\_\_\_ AMOUNT PAID at time of booking      \_\_\_\_\_ Date paid

\$ \_\_\_\_\_ BALANCE DUE 2 weeks prior to event      \_\_\_\_\_ Date paid

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For office use: \$ \_\_\_\_\_ Security Deposit refunded      \_\_\_\_\_ Date refunded